

2016-17 FACILITY RENTAL FEES

During regular facility operating hours, the Parks and Recreation Department may provide the following facilities for a minimum of two consecutive hours, unless otherwise stated, for the fees specified. For the use of any facility beyond the two hour minimum during regular facility operating hours, fees will be pro-rated on an hourly basis.

Note: Fees listed do not cover commercial use (any activity in which there is a related monetary profit motive). Please call 818.238.5300 for commercial fees.

INSURANCE IS REQUIRED FOR ANY OF THE FOLLOWING:

1) Hired services (catering, etc.) 2) Group larger than 100 persons 3) Special Event 4) Sport/Athletic/Dance Activity 5) Commercial Activity 6) Non-commercial activity determined on a case by case basis by the Director or his/her designee

FEES DEFINITION

Resident - A person a persons residing in Burbank and/or is a Burbank business owner. Proof of residency is required.

Non-Resident - A person or persons not residing in the City of Burbank.

Burbank Non-Profit Fees - City of Burbank based group/organizations who are identified by a tax-exempt status. 501c3 documentation is required.

BURBANK SKATE PARK @ Valley Park

Time	Group Size	Application Fee	Resident Fees			Non-Resident Fees			Burbank Non-Profit Fees		
			Permit	Additional Hours	Cleaning Deposit	Permit	Additional Hours	Cleaning Deposit	Permit	Additional Hours	Cleaning Deposit
2-Hour (Min)	35 max	\$15	\$150	\$50	\$50	\$200	\$60	\$100	\$150	\$50	\$50
3-Hour (Max)	35 Max	\$15	\$200	N/A	\$50	\$260	N/A	\$100	\$200	N/A	\$50

Hours (based on availability): Saturday 9:00-11:30am | Sunday 9:00-11:30am

Skater Requirements: All skaters must be registered or provide a signed waiver to Skate Park staff on the day of the event (*forms provided by admin staff*).

JOSLYN ADULT CENTER

Room	Group Size	Application Fee	Resident Fees			Non-Resident Fees			Burbank Non-Profit Fees		
			Permit 2-Hour	Additional Hours	Cleaning Deposit	Permit 2-Hour	Additional Hours	Cleaning Deposit	Permit 2-Hour	Additional Hours	Cleaning Deposit
Nardo Auditorium	75 max	\$15	\$200	\$100	\$100	\$300	\$150	\$150	\$100	\$50	\$100
Community / Art Room	50 max	\$15	\$150	\$75	\$100	\$250	\$125	\$150	\$75	\$37.50	\$100
Hazel Walker Aud. Room A	200 max	\$15	\$400	\$200	\$100 - \$150	\$500	\$250	\$150 - \$200	\$200	\$100	\$100 - \$150
Hazel Walker Aud. Room B	100 max	\$15	\$200	\$100	\$100	\$300	\$150	\$150	\$100	\$50	\$100
Hazel Walker Aud. Rm. A+B	300 max	\$15	\$600	\$300	\$100 - \$250	\$800	\$400	\$150 - \$350	\$300	\$150	\$100 - \$250
Mary Brady Nutrition Annex	50 max	\$15	\$50	\$25	\$100	\$65	\$32.50	\$150	\$25	\$12.50	\$100

Hours (based on availability): Monday-Friday 8:15am-7:30pm | Saturday 9:15am-3:30pm | Sunday 10:15-3:30pm

LARRY L. MAXAM RECREATION BUILDING

Room	Group Size	Application Fee	Resident Fees			Non-Resident Fees			Burbank Non-Profit Fees		
			Permit 2-Hour	Additional Hours	Cleaning Deposit	Permit 2-Hour	Additional Hours	Cleaning Deposit	Permit 2-Hour	Additional Hours	Cleaning Deposit
Rec. Building	35 max	\$15	\$40	\$20	\$100	\$60	\$30	\$150	\$20	\$10	\$100

Permit evaluated on a case by case basis.

McCAMBRIDGE RECREATION CENTER

Room	Group Size	Application Fee	Resident Fees			Non-Resident Fees			Burbank Non-Profit Fees		
			Permit 2-Hour	Additional Hours	Cleaning Deposit	Permit 2-Hour	Additional Hours	Cleaning Deposit	Permit 2-Hour	Additional Hours	Cleaning Deposit
Room #1	35 max	\$15	\$30	\$15	\$100	\$40	\$20	\$150	\$15	\$7.50	\$100
Room #2	35 max	\$15	\$30	\$15	\$100	\$40	\$20	\$150	\$15	\$7.50	\$100
Room #4	100 max	\$15	\$100	\$50	\$100	\$130	\$65	\$150	\$50	\$25	\$100

Hours (based on availability): Monday-Friday 9:15am-9:30pm | Saturday 9:15am-4:30pm | Sunday 1:15-4:30pm

OLIVE RECREATION CENTER

Room	Group Size	Application Fee	Resident Fees			Non-Resident Fees			Burbank Non-Profit Fees		
			Permit 2-Hour	Additional Hours	Cleaning Deposit	Permit 2-Hour	Additional Hours	Cleaning Deposit	Permit 2-Hour	Additional Hours	Cleaning Deposit
Room #3	35 max	\$15	\$30	\$15	\$100	\$40	\$20	\$150	\$15	\$7.50	\$100
Room #4	35 max	\$15	\$30	\$15	\$100	\$40	\$20	\$150	\$15	\$7.50	\$100
Room #5	35 max	\$15	\$30	\$15	\$100	\$40	\$20	\$150	\$15	\$7.50	\$100
Room #6	35 max	\$15	\$40	\$20	\$100	\$60	\$30	\$150	\$20	\$10	\$100

Hours (based on availability): Monday-Friday 9:15am-9:30pm | Saturday 9:15am-4:30pm | Sunday 1:15-4:30pm

OVROM COMMUNITY CENTER

Room	Group Size	Application Fee	Resident Fees			Non-Resident Fees			Burbank Non-Profit Fees		
			Permit 2-Hour	Additional Hours	Cleaning Deposit	Permit 2-Hour	Additional Hours	Cleaning Deposit	Permit 2-Hour	Additional Hours	Cleaning Deposit
Room A	75 max	\$15	\$200	\$100	\$100	\$300	\$150	\$150	\$100	\$50	\$100
Room B	50 max	\$15	\$200	\$100	\$100	\$300	\$150	\$150	\$100	\$50	\$100
Room A+B	250 max	\$15	\$300	\$150	\$100 - \$200	\$400	\$200	\$150 - \$300	\$150	\$75	\$100 - \$200

Hours (based on availability): Monday-Thursday 9:15am-8:30pm | Friday 9:15am-4:30pm | Saturday 9:15-3:30pm
 No use of kitchen in rooms A and B.

ROBERT GROSS PARK RECREATION BUILDING

Room	Group Size	Application Fee	Resident Fees			Non-Resident Fees			Burbank Non-Profit Fees		
			Permit 2-Hour	Additional Hours	Cleaning Deposit	Permit 2-Hour	Additional Hours	Cleaning Deposit	Permit 2-Hour	Additional Hours	Cleaning Deposit
Rec. Building	35 max	\$15	\$40	\$20	\$100	\$60	\$30	\$150	\$20	\$10	\$100

Permit evaluated on a case by case basis.

VERDUGO RECREATION CENTER

Room	Group Size	Application Fee	Resident Fees			Non-Resident Fees			Burbank Non-Profit Fees		
			Permit 2-Hour	Additional Hours	Cleaning Deposit	Permit 2-Hour	Additional Hours	Cleaning Deposit	Permit 2-Hour	Additional Hours	Cleaning Deposit
Log Cabin	35 max	\$15	\$40	\$20	\$100	\$60	\$30	\$150	\$20	\$10	\$100
Low Assembly	35 max	\$15	\$40	\$20	\$100	\$60	\$30	\$150	\$20	\$10	\$100

Log Cabin Hours (based on availability): Monday-Friday 9:15am-4:30pm | Saturday 9:15am-4:30pm | Key to be picked up upon arrival at Verdugo Recreation Center
 Room #1 Hours (based on availability): Monday-Friday 9:15am-4:30pm | Saturday 9:15am-4:30pm | Sunday 1:15-4:30pm
 Lower Assembly Building permit evaluated on a case by case basis